Position Description

Coordinator, Key Communities

The Key Communities are centrally sponsored first and second year signature Learning Communities serving diverse student population (ethnically diverse, first generation to college, low-income) and are designed to assist students with their transition to and through the university, engaging students in their academic success, leadership development, diversity awareness and appreciation, service/volunteerism, and community engagement. Consisting of the Key Academic Community, the Key Service Community, the Key Explore Community, the Key Health Professions, the Key Culture, Communication, and Sport Community, Key Civic and the Key Plus Community, these communities focus on active and experiential learning through interdisciplinary classes, service-learning, academic and career exploration, undergraduate research and leadership development. More information about the Key Communities can be found at www.key.lc.colostate.edu.

Position Overview
As a member of the Key Communities team, provide primary leadership coordinating and serving as the point of contact for a Key Community of approximately 150 students, and contribute to the team projects, efforts, and goals of the team and department. Key Coordinators are expected to work independently in developing and implementing the Key Community, as well as serve as a member of the staff team to ensure program goals are in line with intended goals and philosophy. This position reports to the Assistant Director of the Key Communities.

Qualifications
Minimum Qualifications:

- Master’s Degree by start of employment OR a Bachelor’s Degree and minimum of 2 years full-time professional experience in student services in higher education or related field
- Experience working with programs whose primary purpose and mission is to support underrepresented students in higher education such as TRIO, Multicultural Affairs or the equivalent

Preferred Qualifications:

- Demonstrated knowledge of issues facing students from underrepresented groups, experience with students from diverse backgrounds;
- Experience hiring, training, supervising, advising, and evaluating undergraduate staff;
- Experience working independently and creatively to build new program elements;
- Excellent communication skills, including interpersonal communication skills, presentation skills, and writing skills;
• Demonstrated experience organizing and implementing programs with an attention to detail;
• Demonstrated knowledge of student development theory and first-year student transitional issues;
• Demonstrated commitment to a staff team;
• Experience developing collaborative efforts across campus departments, including the involvement of faculty in appropriate aspects of the learning community;
• Commitment to the foundational values of the Key Communities: academic excellence, leadership development, service and volunteerism, diversity, and community.

To apply: [http://jobs.colostate.edu/postings/33264](http://jobs.colostate.edu/postings/33264)

Employment Classification: Administrative Professional (AP), FTE
Employment Start Date: Mid July 2016
Salary: $38,000 - $40,000 plus benefits
Web site: [www.key.lc.casa.colostate.edu](http://www.key.lc.casa.colostate.edu)

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.